

GOVERNOR'S APPROVAL

Arizona 2020 Qualified Allocation Plan for the Low Income Housing Tax Credit Program

Pursuant to Section 1.1 of the 2020 Qualified Allocation Plan for the Low Income Housing Tax Credit Program ("QAP") as developed and prepared by the Arizona Department of Housing ("ADOH"), the QAP may be modified "to respond to changes in the market for Affordable Housing". The COVID-19 pandemic presents an extraordinary need to preserve the health and safety of State employees and the public. Therefore, Sections 2.3(B) and 2.4 of the QAP are hereby deleted in their entirety and replaced as follows. A redline version is also attached.

Section 2.3(B)

Application Deadline and Payment of Fee

The following was deleted in its entirety:

A non-refundable application fee of \$5,000 for each Application is due on or before 4:00 p.m. Mountain Standard Time on April 1, 2020, or as may be otherwise announced by ADOH in an information bulletin published on the ADOH website. Bound, hard-copy Applications may be submitted to the reception desk of the Arizona Department of Housing located at 1110 West Washington Street, Suite 280, Phoenix, Arizona 85007. FACSIMILE AND E-MAIL SUBMISSIONS WILL NOT BE ACCEPTED. ALL APPLICATION MATERIALS (HARD COPY AS DESCRIBED IN SECTION 2.4 BELOW AND ELECTRONIC SUBMITTAL VIA ADOH PORTAL) MUST BE RECEIVED BY THE APPLICATION DEADLINE STATED ABOVE.

1. Notwithstanding the foregoing, ADOH will accept the hard copy package up to forty-eight (48) hours after the Application Deadline if each of the four (4) following conditions are met:
 - a. The electronic copy of the entire Application was uploaded to the ADOH Portal prior to the Application Deadline.
 - b. The Applicant provides evidence that the delivery of the hard copy package was scheduled for delivery by the Application Deadline with one (1) of the following carriers:

- i. FedEx;
 - ii. United Parcel Service; or
 - iii. DHL Express.
- c. The delivery information provided to the carrier was legible and correct.
- d. The delayed delivery was the carrier's error or due to unforeseen circumstances such as inclement weather caused the carrier's delivery to be delayed.

Section 2.3(B) now reads:

A non-refundable application fee of \$5,000 for each Application is due on or before 4:00 p.m. Mountain Standard Time on April 1, 2020, or as may be otherwise announced by ADOH in an information bulletin published on the ADOH website. Payments may be made via the ADOH Payment Portal or by check. All Application materials must be submitted in electronic PDF format via the ADOH Portal by the Application Deadline stated above. FACSIMILE AND E-MAIL SUBMISSIONS WILL NOT BE ACCEPTED. ALL PAYMENTS AND ELECTRONIC APPLICATION MATERIALS MUST BE RECEIVED BY THE APPLICATION DEADLINE STATED ABOVE.

Section 2.4

Application and Submittal Format

The following was deleted in its entirety:

Applicant must submit one (1) electronic copy of the complete Application with all exhibits and forms via the ADOH Portal and one (1) hard copy of each of the documents and exhibits in the list below. The electronic copy must be organized to correspond to the Tabs in Section 2.9 of this Plan. Form 3 must be submitted in both Excel and PDF formats. Each Tab shall be one (1) separate easy to read document in PDF format and named as follows: "Project name - Tab # - Name of Section". Tabs with large documents should be bookmarked or in a PDF Binder to clearly show each exhibit required in the Tab.

In addition to the electronic copy of the entire Application with all exhibits and forms, Applicant must insert a hard copy of each of the following portions of the Application into a binder and deliver them to ADOH by the Application Deadline:

1. Two (2) copies of Form 0 "Application Receipt Form".
2. Evidence of the electronic submittal in the form of an email receipt issued by ADOH which follows a successful upload. If Applicant fails to include the email confirmation and evidence of the electronic submittal issued by ADOH in their Application materials, the Application will be deemed ineligible.
3. Either the original check(s) to pay the Tax Credit Application Fee identified in Section 6.1, and applicable Gap Financing Review Fee identified in Section 6.2, or a copy of the receipt(s) for such payment(s) if paid through the ADOH Payment Portal, which may be found at the following link: <https://housing.az.gov/portals/adoh-payment-portal>.
4. Original notarized Applicant Certification and Indemnification for the LIHTC Application (and Gap Application, if applicable).
5. Operating plan required at Tab 5, if more than one (1) Non-Profit Organization is participating in the Project.
6. The legal document demonstrating the authority of the Applicant to bind the Owner, such as a limited partnership agreement, operating agreement for a limited liability company, a development services agreement, or similar agreement, required at Tab 6.
7. Appraisal required at Tab 7.
8. Purchase and Sale Agreement and/or lease, as applicable to the Project, as required at Tab 7.
9. The documentation required at Tab 7/Section 2.9(G)(3)(a)-(c) of this Plan, if the Project has Federal funds or Project Based Vouchers in the capital stack (i.e. sources of funding), and is (i) located in a 100-Year Floodplain; (ii) in a historic district; (iii) is eligible to be listed in the National Register of Historic Places; or (iv) is listed in the National Register of Historic Places.
10. Market Demand Study required at Tab 10.
11. Capital Needs Assessment as may be required at Tab 20.

The hard copy Application materials specified above must be in eight and one-half by eleven (8 ½ x 11) format, placed in one (1) adequate sized three (3) ring binder, indexed and Tabbed to correspond with the Tabs described in Section 2.9 of this Plan. The front cover and spine of the three ring binder must be labeled with the name of the Project. The only exception are items of significant volume (such as an Appraisal, Market Demand Study, or Capital Needs Assessment), which may be submitted as separate bound items.

Each Application must comply with the format and content of this Plan. ADOH may reject any Application or Application information that does not conform to the requirements of this Plan.

In the event that there is a discrepancy with respect to any information provided in the Application materials (where both an electronic and hard copy are required), ADOH will consider the hard copy Application document as the primary source document. ADOH retains the sole discretion in determining and interpreting whether an Application or Project meets state law, federal law or the Plan criteria, terms, conditions or definitions.

All documents in the Application and each later submittal (acceptance of Reservation, Ten Percent (10%) Test, Equity, 8609, etc.) shall be originals where requested in this Plan or specifically requested by ADOH. Applicants shall make every effort to ensure that documents submitted are easy to read, and wherever possible shall convert original electronic documents to a PDF format, rather than scan them. Documents that are not easy to read, in ADOH's sole discretion, shall be rejected by ADOH. ADOH, in its sole discretion, may request that such documents be replaced with legible documents.

Section 2.4 now reads:

Applicant must submit one (1) electronic copy of the complete Application with all exhibits and forms via the ADOH Portal. The electronic copy must be organized to correspond to the Tabs in Section 2.9 of this Plan. Form 3 must be submitted in both Excel and PDF formats. Each Tab shall be one (1) separate easy to read document in PDF format and named as follows: "Project name - Tab # - Name of Section". Tabs with large documents should be bookmarked or in a PDF Binder to clearly show each exhibit required in the Tab.

The electronic copy of the entire Application with all exhibits and forms is due by the Application Deadline stated above. In addition, Applicant must submit a hard copy of each of the following portions of the Application in a binder and deliver them to ADOH at 1110 West Washington Street, Suite 280, Phoenix, Arizona 85007. **Applicants have the option of submitting the hard copy materials either by the Application Deadline or by an extended deadline which shall be transmitted via information bulletin.**

1. Two (2) copies of Form 0 "Application Receipt Form".
2. Evidence of the electronic submittal in the form of an email receipt issued by ADOH which follows a successful upload.
3. Either the original check(s) to pay the Tax Credit Application Fee identified in Section 6.1, and applicable Gap Financing Review Fee identified in Section 6.2, or a copy of the receipt(s) for such payments if paid through the ADOH Payment Portal, which may be found at the following link: <https://housing.az.gov/portals/adoh-payment-portal>.
4. Original notarized Applicant Certification and Indemnification for the LIHTC Application (and Gap Application, if applicable).
5. Operating plan required at Tab 5, if more than one (1) Non-Profit Organization is participating in the Project.
6. The legal document demonstrating the authority of the Applicant to bind the Owner, such as a limited partnership agreement, operating agreement for a limited liability company, a development services agreement, or similar agreement, required at Tab 6.
7. Appraisal required at Tab 7.
8. Purchase and Sale Agreement and/or lease, as applicable to the Project, as required at Tab 7.
9. The documentation required at Tab 7/Section 2.9(G)(3)(a)-(c) of this Plan, if the Project has Federal funds or Project Based Vouchers in the capital stack (i.e. sources of funding), and is (i) located in a 100-Year Floodplain; (ii) in a historic district; (iii) is eligible to be listed in the National Register of Historic Places; or (iv) is listed in the National Register of Historic Places.

10. Market Demand Study required at Tab 10.

11. Capital Needs Assessment as may be required at Tab 20.

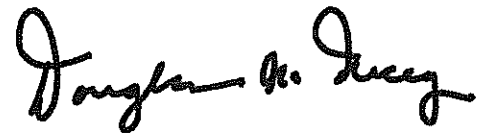
The hard copy Application materials specified above must be in eight and one-half by eleven (8 ½ x 11) format, placed in one (1) adequate sized three (3) ring binder, indexed and Tabbed to correspond with the Tabs described in Section 2.9 of this Plan. The front cover and spine of the three ring binder must be labeled with the name of the Project. The only exception are items of significant volume (such as an Appraisal, Market Demand Study, or Capital Needs Assessment), which may be submitted as separate bound items.

Each Application must comply with the format and content of this Plan. ADOH may reject any Application or Application information that does not conform to the requirements of this Plan.

In the event that there is a discrepancy with respect to any information provided in the Application materials (where both an electronic and hard copy are submitted), ADOH will consider the electronic copy Application document as the primary source document. Materials submitted after the April 1, 2020 Application Deadline will not be considered during the scoring, threshold review or underwriting of the Application. Applicants are encouraged to review the electronic copy prior to upload to ensure that all pages are included. ADOH retains the sole discretion in determining and interpreting whether an Application or Project meets state law, federal law or the Plan criteria, terms, conditions or definitions.

All documents in the Application and each later submittal (acceptance of Reservation, Ten Percent (10%) Test, Equity, 8609, etc.) shall be originals where requested in this Plan or specifically requested by ADOH. Applicants shall make every effort to ensure that documents submitted are easy to read, and wherever possible shall convert original electronic documents to a PDF format, rather than scan them. Documents that are not easy to read, in ADOH's sole discretion, shall be rejected by ADOH. ADOH, in its sole discretion, may request that such documents be replaced with legible documents.

I, Douglas A. Ducey, Governor of the State of Arizona, hereby approve the 2020 QAP developed and prepared by the Arizona Department of Housing, as amended herein.

A handwritten signature in black ink, reading "Douglas A. Ducey". The signature is fluid and cursive, with the first name being the most prominent.

Governor Douglas A. Ducey

Date: 3/30/2020